

**CITY OF PONCA CITY**  
***City Administration***

UPCOMING MEETINGS

Monday, December 4

**Board of Commissioners/Work Session**

City Hall, Commission Chamber, 516 E. Grand Avenue, 2:00 p.m.

Tuesday, December 5

**Planning Commission Meeting**

City Hall, Commission Chamber, 516 E. Grand Avenue, 5:30 p.m.

Monday, December 11

**Board of Commissioners/PCUA Regular Meeting**

City Hall, Commission Chamber, 516 E. Grand Avenue, 5:30 p.m.

Tuesday, December 12

**Cultural Affairs Commission**

Marland's Grand Home, 1000 E. Grand Avenue, 8:30 a.m.

**Library Advisory Board**

Library Board Room, 515 E. Grand Avenue, 12:00 p.m.

**MARLAND ESTATE & THE MARLAND GRAND HOME NEWS**  
***Marland Mansion and The Marland Grand Home***

HOLIDAY OPEN HOUSE AT MARLAND'S GRAND HOME

Marland's Grand Home will host their annual Holiday Open House on Saturday, December 2, 2023 from 10:00 a.m. to 4:00 p.m. The public is invited to experience holiday music, treats and activities.

CANDLELIGHT TOUR OF THE MARLAND MANSION

The Marland Estate Foundation invites the public to a Candlelight Tour of the Marland Mansion at 901 Monument Road, on Saturday, December 9, 2023 from 6:00 p.m. to 8:00 p.m. All floors of the fifty-five room estate will be decorated in holiday grandeur for visitors to see under candlelight and twinkling Christmas tree lights.

Contact: David Keathly, Marland Estate Manager, 580-767-0420

CITY OF PONCA CITY WILL OBSERVE MONDAY, DECEMBER 25 & 26 FOR THE CHRISTMAS HOLIDAY

**City Hall Offices** will be CLOSED Monday, December 25, and Tuesday, December 26 and REOPEN Wednesday, December 27.

**Residential Refuse** WILL NOT BE PICKED UP Monday, December 25, or Tuesday, December 26, and will RESUME Wednesday, December 27.

*As there will be no residential trash Monday, December 25 and Tuesday, December 26, please only put trash out on the scheduled day of collection. Trash left out overnight or for several days is susceptible to scatter from animals and/or weather which can result in a City code violation.*

Contact Tim McNew, Solid Waste Supervisor, 580-767-0411.

**Ponca City Landfill** will be CLOSED Monday, December 25 and Tuesday, December 26 and REOPEN Wednesday, December 27.

Contact Tim McNew, Solid Waste Supervisor, 580-767-0411.

**Ponca City Library** will be CLOSED Saturday, December 23, and REOPEN Wednesday, December 27.

Contact Holly LaBossiere, Library Director, at 580-767-0345.

**Marland's Grand Home** will be CLOSED Monday, December 25 and Tuesday, December 26, and REOPEN Wednesday, December 27.

Contact David Keathly, Marland Estate Manager, at 580-767-0427.

**Marland Mansion and Estate** will be CLOSED Monday, December 25 and Tuesday, December 26, and REOPEN Wednesday, December 27.

Contact David Keathly, Marland Estate Manager, at 580-767-0420.

**Lew Wentz Memorial Golf Course** will CLOSE at 3:00 p.m. Sunday, December 24, and REOPEN at 9:00 a.m. Tuesday, December 26, weather permitting.

Contact Rod Alexander, Golf Pro, at 580-767-0433.

**Ponca City Senior Center** will be CLOSED Monday, December 25 and Tuesday, December 26 and REOPEN Wednesday, December 27.

Contact Natalie Elwood, Senior Specialist, 580-763-8051

**Ponca City RecPlex** will be CLOSED Sunday December 24, and Monday, December 25 and REOPEN Tuesday, December 26.

Contact, Eric Newell, Parks and Recreation Director, at 580-767-0430

## PONCA CITY SOLID WASTE NEWS

### Ponca City Solid Waste

#### AUTUMN LEAF COLLECTION 2023-2024

The City of Ponca Autumn Leaf Collection has began and will end on January 19, 2024. The City is asking that residents who wish to have their leaves removed please follow these guidelines:

- Residents are asked to bag their leaves if possible. Bagged leaves placed in the regular refuse collection area will be collected free of charge until January 19, 2024. Bagged leaves will be picked up at the rate of 10 bags per pickup day.
- Loose leaves should be placed within three feet of the front curb, but not in the street gutter. If leaves are raked or blown into the street gutter they may clog the storm drains. Leaves found blown or raked into the street may result in a citation (per city code).
- No uncontainerized leaves will be collected in alleyways.
- No mulched leaves or leaves mixed with grass will be collected except by special pickup.

The City's Crew will be working the City section by section so we ask for the public's patience during this time. It may take two weeks or more to collect the leaves due to the large volumes expected.

Another option for getting rid of your leaves is to backyard compost them, to provide the gardener with a rich soil for next spring's plantings.

Leaf collection will also be available by special pickup anytime during the year. Call 580-767-0411 for information on special pickups. Special pickups carry a minimum charge of forty-two dollars and sixty-nine cents (\$42.69.)

Contact: Tim McNew, Solid Waste Superintendent, 580-767-0411

## PUBLIC WORKS NEWS

### *Lew Wentz Golf Course*

#### MONDAY, DECEMBER 11

**Senior Day:** Those 60+ get an 18-hole cart for the 9-hole rate.

#### TUESDAY, DECEMBER 12

**Ladies Day:** Ladies get an 18-hole cart for the 9-hole rate.

#### WEDNESDAY, DECEMBER 13

**Drink Specials:** All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

## **PARKS AND RECREATION NEWS**

### ***Ponca City Senior Center***

#### MONDAY, DECEMBER 11

***Dominoes***, 8:00 a.m.

***Exercise***, 8:00 a.m.

***SAIL Exercise***, 10:00 a.m.

***Afternoon Games***, 12:30 p.m.

***Beginners Line Dance Lessons***, 5:30 p.m.

***\*Senior Diner***, 11:30 a.m., \$4.00, Hamburger Stew

#### TUESDAY, DECEMBER 12

***Dominoes***, 8:00 a.m.

***Exercise***, 8:00 a.m.

***Ukulele Strummers Performance***, 10:30 a.m.

***Line Dance***, 12:30 p.m.

***Afternoon Games***, 12:30 p.m.

***\*Senior Diner***, 11:30 a.m., \$4.00, Bourbon Chicken

#### WEDNESDAY, DECEMBER 13

***Dominoes***, 8:00 a.m.

***Exercise***, 8:00 a.m.

***West Middle School Band Performance***, 10:30 a.m.

***Afternoon Games***, 12:30 p.m.

***Bridge***, 12:30 p.m.

***Pitch***, 1:00 p.m.

***\*Senior Diner***, 11:30 a.m., \$4.00, Tilapia

#### THURSDAY, DECEMBER 14

***Dominoes***, 8:00 a.m.

***Exercise***, 8:00 a.m.

***Row at a Time***, 10:00 a.m.

***Afternoon Games***, 12:30 p.m.

***Line Dance***, 2:00 p.m.

***\*Senior Diner***, 11:30 a.m., \$4.00, Chicken Fried Steak

#### FRIDAY, DECEMBER 15

***Dominoes***, 8:00 a.m.

***Exercise***, 8:00 a.m.

***Bingo***, 12:30 p.m.

***Afternoon Games***, 1:30 p.m.

***\*Senior Diner***, 11:30 a.m., \$4.00, Goulash

\*Registration for Senior Diner meals will be accepted until 8:00 a.m. on the day of meal.

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

## **PARKS AND RECREATION NEWS**

### ***Parks and Recreation and RecPlex***

#### HOMESCHOOL PE – FALL 2023

- These 90-minute Homeschool PE classes have all the amenities that the RecPlex has to offer. Designed to fit the homeschool schedule, the class will have activities designed to get kids active and social, all while developing new sports skills.
- Classes are on Monday/Wednesday/Friday, thru December 29, from 1:30 to 3:00 p.m.
- For 2<sup>nd</sup> thru 6<sup>th</sup> grade students. Cost is \$4.00 Daily/\$4.00 Member Discount
- Register online at: [www.poncacityok.gov/parksandrec-registration](http://www.poncacityok.gov/parksandrec-registration)

#### YOUTH BASKETBALL 1<sup>st</sup> & 2<sup>nd</sup> Grade

- Youth basketball league for 1<sup>st</sup> and 2<sup>nd</sup> grade is designed to introduce the game of basketball to children with a combination of fundamental skills instruction and live game action. Two weeks of fundamental skills clinic and four weeks of league games
- Every Saturday, December 2 thru January 20, 9:00 a.m. to Noon
- For 1<sup>st</sup> and 2<sup>nd</sup> grade ages. The cost is \$55.00 (\$20.00 member discount)
- Register online thru December 8 at: [www.poncacityok.gov/parksandrec-registration](http://www.poncacityok.gov/parksandrec-registration)

#### KIDS NIGHT OUT

- Sign your kids up for this awesome 5-hour fun-filled event! The RecPlex will provide dinner, multiple crafts for your child and lots of fun in the facility. The kids will also have a “popcorn bar” full of treats to snack on while they watch a fun movie.
- Saturday, December 9, from 5:00 to 10:00 p.m.
- For ages 2-12 years old. The cost is \$35.00 and Siblings are \$10.00.
- Register online thru December 8 at: [www.poncacityok.gov/parksandrec-registration](http://www.poncacityok.gov/parksandrec-registration)

#### INDOOR TRIATHLON

- Members and non-members are invited to experience an Indoor Triathlon at the RecPlex during the winter months. There will be prizes for the top male and female finishers. To receive a t-shirt on the day of the Triathlon, registration must be completed by December 3.
- There is a 400-meter swim, 5-mile bike ride and 2-mile run with 3 age brackets.
- Triathlon will be on Saturday, December 16 at 8:00 a.m.
- For ages 15 and older. The fee is \$15.00.
- Register online thru December 16 at: [www.poncacityok.gov/parksandrec-registration](http://www.poncacityok.gov/parksandrec-registration)

Contact: Eric Newell, Parks and Recreation Director, 580-767-0430

## HUMAN RESOURCES NEWS

### Human Resources

#### OPEN POSITIONS

##### EMT/FIREFIGHTER

Salary: \$41,970.92 Annually plus EMT educational pay Open until filled 2016-001

##### GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,970.92 plus incentive pay based on EMT licensure level:

- EMT – Basic \$ 50.00 biweekly (\$1,300.00 annually)
- EMT – Intermediate \$ 75.00 biweekly (\$1,950.00 annually)
- EMT – Paramedic \$250.00 biweekly (\$6,500.00 annually)

**Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.**

##### PATROL OFFICER

Salary: \$24.63 HR NON-CLEET certified (\$51,230.40 Annually)  
\$25.62 HR CLEET certified (\$53,289.60 Annually) Open until filled 2016-051

**The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.**

##### GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
  - Associate's Degree or 1000 hours of training: \$35.00 (\$ 910.00 annually)
  - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
  - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

#### **ADMINISTRATIVE ASSISTANT – LIBRARY**

Salary: UP TO \$20.00 HR Open until filled 2023-43

##### **GENERAL JOB DESCRIPTION:**

Works directly with the Library Director. The position is responsible for performing a wide variety of secretarial and library duties; coordination of office support functions; provision of information and assistance to the public regarding library services and programs.

#### **ASSISTANT DIRECTOR – PONCA CITY BROADBAND**

Salary: \$80,000-\$95,000 ANNUALLY DOQ Open until filled 2023-42

##### **GENERAL JOB DESCRIPTION:**

This position is responsible for the day-to-day management and operations of the division, including budget oversight, staff and vendor management, performance monitoring/reporting, customer installations/service and system operations.

#### **COMMUNICATIONS OFFICER – POLICE DEPARTMENT**

Salary: \$18.24 HR Open until filled 2023-20

##### **GENERAL JOB DESCRIPTION:**

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

#### **DEPUTY CITY MANAGER**

Salary: \$120,000 - \$145,000 ANNUALLY DOQ Open until filled 2023-47

##### **GENERAL JOB DESCRIPTION:**

The Deputy City Manager will assist the City Manager with planning, directing and evaluating the operations and programs of the City Government as assigned by the City Manager. Responsible in managing and overseeing the activities and operations of the City of Ponca City; to coordinate assigned activities with outside agencies; and to provide highly responsible and complex administrative support to the City Commission. Maintain current knowledge of city, state and federal issues and requirements related to municipal government. Monitors pending legislation and provides timely feedback to the City Manager and Department Heads on potential matters impacting the municipality. Recommend changes in programs, policies and practices as necessary to the City Manager. Must be a strong relationship builder with the ability to work with and command respect among the City's leadership team and within the community.

The Deputy City Manager will perform complex administrative and professional work in assisting the City Manager in supervising and coordinating the operations of Ponca City, the work plans for City Departments; meet with Assistant City Manager(s) and Directors to identify and resolve problems. The employee is expected to adhere to all City of Ponca City Policies, City Guidelines and SOP's and act as a role model in their application.

#### **FITNESS INSTRUCTOR – RECPLEX – PART-TIME**

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

##### **GENERAL JOB DESCRIPTION:**

This person will plan, execute and instruct fitness programs.

**FRONT DESK ATTENDANT – RECPLEX – PART-TIME**

Salary: \$10.00 HR Open until filled 2023-28

**GENERAL JOB DESCRIPTION:**

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

**KIDZONE/ROCKWALL/TRAMPOLINE WORKER – RECPLEX – PART-TIME**

Salary: \$10.00 HR Open until filled 2023-27

**GENERAL JOB DESCRIPTION:**

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun-filled experience.

**SERVICE TECHNICIAN – MOTOR POOL**

Salary: \$14.00-\$16.00 HR Open until filled 2023-40

**GENERAL JOB DESCRIPTION:**

To perform service and preventive maintenance (p/m) on all systems of internal combustion equipment, including gas/diesel engines; to perform inspection on vehicles during the service and p/m procedure for loose, worn or broken parts and report findings to Motor Pool Superintendent.

**SOLID WASTE COLLECTOR – SOLID WASTE**

Salary: \$20.08 HR Open until filled 2023-49

**GENERAL JOB DESCRIPTION:**

This position will manually load refuse on solid waste trucks; will ensure refuse is properly picked up on the assigned commercial or residential routes, will perform minor maintenance and cleaning activities on solid waste heavy equipment and will perform building and custodial maintenance as required.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

## HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the Kay County Healthy Living Coalition.

|  |  |                              |
|--|--|------------------------------|
| Alcoholics Anonymous .....   | aaoklahoma.org.....                      | 580-765-8462                 |
| Alzheimers Association Helpline .....  |  | 800-272-3900                 |
| Butterfly Wings Pregnancy or Child Loss .....                                |  | 580-762-9102                 |
| Center for Poison and Drug Information .....                                 |  | 800-222-1222                 |
| Cimarron Transit .....   |  | 580-718-0444                 |
| Club Monarch for Children Dealing with Loss .....                            |  | 580-762-9102                 |
| Compassionate Listening .....  |  | 405-286-4057                 |
| Crisis Text Line (Counseling) .....  |  | 741741                       |
| Dearing House (Child Victims of Sexual Assault) .....                        |  | 580-762-5266                 |
| Edwin Fair Community Mental Health Center .....                              |  | 800-256-2476                 |
| Family Wise-Free Prescription Discount Card .....                            |  | 580-765-2476                 |
| Friendship Feast (Meals) .....   | 210 N. 5 <sup>th</sup> Street .....      | 580-762-1667                 |
| Grand Lake Mental Health - Kay County Clinic .....                           |  | 580-749-5056                 |
| Grandparents Raising Grandkids .....   |  | 580-762-9412                 |
| Heartline Information and Referral for Oklahoma .....                        |  | 211                          |
| Kay County Health Department .....   | 433 Fairview Avenue .....                | 580-762-1641                 |
| Kay County Healthy Living Coalition/TSET Healthy Living Program .....        |  | 580-765-2476                 |
| Lew Wentz Golf Course .....  | 2928 LA Cann Drive .....                 | 580-767-0433                 |
| Living Hope Pregnancy Center .....   |  | 580-765-9689                 |
| Meals on Wheels .....  |  | 580-767-9010                 |
| Mental Health Lifeline (replaces National Suicide Prevention Lifeline) ..... |  | 988                          |
| Missing and Exploited Children .....   |  | 800-843-5678                 |
| Missing and Murdered Indigenous People of Northern Oklahoma .....            |  | 580-304-2180                 |
| National Alliance on Mental Illness .....                                    |  | 800-950-6264                 |
| New Emergency Resource Agency .....  | 112 S. 1 <sup>st</sup> Street .....      | 580-765-5372                 |
| Noon Lions Vision Support Group .....  |  | 580-304-5689                 |
| Northern Oklahoma Youth Services .....                                       |  | 580-762-8341                 |
| Oklahoma Department of Human Services .....                                  | 215 E. Grand Avenue .....                | 405-522-5050                 |
| Oklahoma Domestic Abuse and Sexual Assault Safeline .....                    |  | 800-522-SAFE                 |
| Oklahoma Problem Gambling Hotline .....                                      |  | 800-522-4700                 |
| Oklahoma Tobacco Hotline .....   |  | 800-784-8669                 |
| Oklahoma Youth Crisis and Runaway Hotline .....                              |  | 800-448-4663                 |
| Osage Nation WIC .....   |  | 580-762-2845                 |
| Otoe Missouri WIC .....  |  | 877-692-6863                 |
| Pharmaceutical Take-Back .....   | 300 E. Oklahoma Avenue .....             | 580-767-0370                 |
| Ponca City RecPlex .....   | 1604 W. Grand Avenue .....               | 580-767-0430                 |
| Ponca City Senior Center .....   | 319 W. Grand Avenue .....                | 580-763-8051                 |
| Rx for Oklahoma-Prescription Assistance Program .....                        |  | 580-765-9022 or 877-RX4-OKLA |
| Substance Abuse and Mental Health Services Administration .....              |  | 800-662-4357                 |
| The Mission (Meals) .....  | 909 E. South Avenue .....                | 580-765-1426                 |
| United Community Action Program .....  | 501 6 <sup>th</sup> Street, Pawnee ..... | 918-762-3041                 |
| United Way of North Central Oklahoma .....                                   | 205 N. 2 <sup>nd</sup> Street .....      | 580-765-2476                 |
| Veteran's Landing .....  | 111 N. 4 <sup>th</sup> Street .....      | 580-362-6375                 |
| Veterans Benefits .....  |  | 877-222-8387                 |